

**Subject:** Re: Melrose BID Request for On-Street Parking Modifications

**From:** Donald Duckworth

**Date:** 01/24/2017 03:32 PM

**To:** Courtney Holt

ok.

On Tue, Jan 24, 2017 at 3:15 PM, Courtney Holt <[courttnsh@usc.edu](mailto:courttnsh@usc.edu)> wrote:

Great -- I'll plan on meeting you in that area around 2:30. Do you want to just give me a call when you're done with your lunch? My cell number is [360-907-7056](tel:360-907-7056).

Thanks!

Courtney

On Tue, Jan 24, 2017 at 2:39 PM, Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)> wrote:

From 1:00 PM, I'll be at a meeting at Lala's Restaurant @ 7229 Melrose.

On Tue, Jan 24, 2017 at 2:36 PM, <[courttnsh@usc.edu](mailto:courttnsh@usc.edu)> wrote:

2:30 tomorrow sounds great -- where on melrose would you like to meet? Happy to go wherever is most convenient for you.

Thanks!

Courtney

Courtney Holt

Master of Planning Candidate

University of Southern California

c: [360-907-7056](tel:360-907-7056)

On Jan 24, 2017, at 1:14 PM, Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)> wrote:

Ok. Let's go for 2:30 PM. My lunch meeting should be done by then.

On Tue, Jan 24, 2017 at 12:32 PM, Courtney Holt <[courttnsh@usc.edu](mailto:courttnsh@usc.edu)> wrote:

Hi Don,

I actually have an appointment tomorrow at noon in Highland Park, so I probably can't be on Melrose until later in the afternoon, maybe 2:30 or anytime after then? If that doesn't work, I can meet next Monday (1/30) around 2:00 or else Wednesday (2/1) at any time. Let me know if any of these dates/times work for you and we can schedule it.

Thanks!

Courtney

On Tue, Jan 24, 2017 at 12:05 PM, Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)> wrote:

Yes. I have a meeting in Westchester until 930 AM and could be on Melrose by 10 AM. I then have a meeting on Melrose at 1 PM. Does 10 AM to 1230 PM give us the window we need?

Ray Lau will tell you that our requested actions need to be "officially logged" again. (I don't think that's his nomenclature.) They took our request off the log after a year. He told me that should not be a problem, however.

On Tue, Jan 24, 2017 at 11:59 AM, Mott Smith <[mott@civicenterprise.com](mailto:mott@civicenterprise.com)> wrote:

Sounds great. I believe Courtney is planning to be in the field tomorrow. Does that work for you Don?

Mott Smith  
Principal  
CIVIC ENTERPRISE  
242 N. Avenue 25, Suite 300

Los Angeles, CA 90031

[213-403-0170 x1](#) (ph)

[213-403-0172](#) (fax)

[213-445-5283](#) (cell)

[www.civicenterprise.com](http://www.civicenterprise.com)

**From:** Donald Duckworth [mailto:[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)]

**Sent:** Tuesday, January 24, 2017 11:50 AM

**To:** Mott Smith <[mott@civicenterprise.com](mailto:mott@civicenterprise.com)>

**Cc:** [courtsh@usc.edu](mailto:courtsh@usc.edu)

**Subject:** Re: FW: Melrose BID Request for On-Street Parking Modifications

Hi Mott...

I contacted Ray Lau, supervisor of this unit, and a friend of BIDs past about 30 days ago to say exactly what you are saying. I'd re-send your email to him with a copy to me and it will be validation of my previous email.

Let's knock this out!

I'd like to suggest that at least Courtney and I visit these sites personally asap. I'd like to make sure they're still valid considerations and to take a personal look at each. Any chance we can calendar that?

Thank you.

On Tue, Jan 24, 2017 at 9:35 AM, Mott Smith <[mott@civicenterprise.com](mailto:mott@civicenterprise.com)> wrote:

Hi Hui,

I'm following up on these petitions, which the BID is taking up again. Is there anything we need to do in order to reopen these cases? If not, we'll begin collecting the necessary signatures for your review.

One additional question: For conversion of loading zones to meters, whose signatures do you need exactly in order to proceed? (i.e., adjacent businesses, etc.)

Thanks very much,

Mott

Mott Smith  
Principal  
CIVIC ENTERPRISE  
242 N. Avenue 25, Suite 300

Los Angeles, CA 90031

[213-403-0170 x1](#) (ph)

[213-403-0172](#) (fax)

[213-445-5283](#) (cell)

[www.civicenterprise.com](http://www.civicenterprise.com)

**From:** Hui Huang [ ]

**Sent:** Wednesday, January 13, 2016 9:45 AM

**To:** Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)>; Jeff Jacobberger <[jeff@civicenterprise.com](mailto:jeff@civicenterprise.com)>;

Mott Smith <[mott@civicenterprise.com](mailto:mott@civicenterprise.com)>

**Subject:** Re: Melrose BID Request for On-Street Parking Modifications

Good morning,

We wanted to follow up with you for a status on these requests. Petitions were sent out to you for processing in October 2015 (see below & attached). These requests are currently on hold because we haven't received a reply from you.

Please let us know if there are any questions or if you wish to cancel any of the requests. To keep good administrative record, we generally close requests that are on hold for more than 90 days with zero activity. Thank you for your help.

Sincerely,

Hui M. Huang



Hui M. Huang, P.E.  
Los Angeles Department of Transportation  
Parking Meters Division | Transportation Engineering  
Associate II  
555 Ramirez Street, Space 315, Los Angeles, CA  
90012  
Phone: [213.473.8270](#)  
Fax: [213.473.8271](#)

On Wed, Oct 21, 2015 at 11:55 AM, Hui Huang <[hui.huang@lacity.org](mailto:hui.huang@lacity.org)> wrote:

Donald,

Good morning! I am following up with you regarding the various parking requests within the Melrose BID. I assume you will be the contact point for this project, so I will be forwarding you various emails as I progress on the project. Should you want these emails directed to someone else, or to include other people in future discussions, please do let me know.

To start, attached pls find the instruction sheets along with petition forms for removal of the various passenger loading zones (PLZ) & commercial loading zones to install parking meters.

In regards to the PLZ locations with valet operation request (i.e. valet 6p to midnight), we have to process the request in two parts. The PLZ needs to be converted to metered stalls, for which petitions are included herein. Additionally, the valet company needs to apply for proper permits with LAPD/LADOT to comply with the new Valet Parking Permit Ordinance. Attached pls find the valet permit info for your reference.

Please review the petitions carefully for accuracy. If you need further discussion or have any questions/comments after review of the attached documents, please let me know. Thank you for your help.

[Project#16-0108, Melrose BID, various loc]

Sincerely,

Hui M. Huang



Hui M. Huang, P.E.  
Los Angeles Department of Transportation  
Parking Meters Division | Transportation Engineering  
Associate II  
555 Ramirez Street, Space 315, Los Angeles, CA  
90012

On Wed, Sep 30, 2015 at 5:36 PM, Ray Lau <[ray.lau@lacity.org](mailto:ray.lau@lacity.org)> wrote:

BW,

Please write your findings on the little "Warning - Read Posted Signs Before Parking" and what was done on this?? Also, did you have a chance to RLATS this?? I didn't see it on the RLATS. Please do so at your earliest convenience as separate item. Thx.

HH,

I just logged this Melrose BID Study into RLATS as OP#16-0108 and assigned to you as the Project Manager. There are numerous parking related issues from meter conversion to curb zone changes to permit parking authorization in the Melrose BID area. For the removal of "Warning - Read Posted Signs Before Parking" signs mentioned in the Study, you can check with Barbara Woo on what she did so we are not duplicating efforts. Hard copy of Study is on your chair. The e-version of Study will be forwarded to you after this email. Please let us know if you have any questions on any of the parking items in the Study. We are here to help. Thanks.

-- RWL

On Tue, May 19, 2015 at 3:11 PM, Ray Lau <[ray.lau@lacity.org](mailto:ray.lau@lacity.org)> wrote:

Hello Mr. Duckworth,

How have you been?? We are in receipt of the parking study performed by CEA. A cursory review of the cover page listing all the proposed parking improvement items are many!! Given the number of existing staffing and current minimum 6 weeks backlog, it will take some time before we can get to these proposals. My Section will handle all parking items that lie within a Parking Meter Zone (PMZ), which most if not all the items listed are in. Items relative to install / removal / modification of Turn and Peak Hour restrictions, Taxi Zone, and Permit Parking are handled by my counterpart at the District Office, Franchise Regulations., and Parking Permit Div., respectively. I will be coordinating these efforts accordingly.

Items such as removal of "Warning - Read Posted Signs Before Parking" are relatively simple and can be investigated and work order by one of our new Engineering Aide that we recently acquired. This type of sign has not been replaced or maintain for a while and its installation may not be considered necessary here at this time. We do not recommend the BID to remove these official city signs unless authorized by this Dept.

We appreciate the offer to assist and we may take you up on that since most of the parking improvement proposals will require petition process. We will be sending you petition on items needing valid petition.

Barbara,

Please RLATS and investigate the need for "Warning - Read Posted Signs Before Parking" signs on Melrose Ave b/w Highland Ave and Fairfax Ave. These are small 6"x8" signs posted on meter post below the parking meter. Please also include the short commercial portion on the cross streets just north of and south of Melrose Ave within the same boundary limit. Please let me know if you should have any questions. Thanks.



Ray Lau, P. E.



Transportation Engineer

LADOT Parking Meters Division

[\(213\) 473 - 8270](tel:(213)473-8270)   [\(213\) 473 - 8271 fax](tel:(213)473-8271)

[Ray.Lau@lacity.org](mailto:Ray.Lau@lacity.org)

On Tue, May 19, 2015 at 11:30 AM, Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)> wrote:

Good Morning All...

I see from the UPS tracking information that everyone has received the Melrose BID's recommended on-street parking modification request. The BID Board has approved the request letter that you have received and we have concurrence from the CD5 Office as well. (We waited until John Darnell and the Chief of Staff returned from their leaves to process the letter.) While we don't think there are any issues hidden in the

recommendations, we are happy to accommodate any problems or objections that might arise.

The Melrose BID's technical representative for this project will be Jeff Jacobberger with Civic Enterprise Associates.

So how can we assist City consideration, and hopefully, approval, of the BID Board's requests?

We look forward to working with you. Thank you for your help.

--  
**Courtney Holt**

Master of Planning Candidate 2017  
University of Southern California  
[\(360\) 907-7056](tel:(360)907-7056)

--  
**Courtney Holt**

Master of Planning Candidate 2017  
University of Southern California  
[\(360\) 907-7056](tel:(360)907-7056)